

CONFIDENTIAL

5 November 1953

REPORT FOR THE WEEK OF 2 - 6 NOVEMBER

To: Director of Training
From: Management Training Division

Accomplishments

Completed the initial phase of the Human Resources Program with 14 unit and section chiefs in IO.

Commenced the initial phase of the H. R. Program with 20 unit and section chiefs in the [redacted] of IO,- the eighth and final group of supervisors in this program in IO.

Conducted four follow-up meetings in the H. R. Program with four groups of supervisors in FE,- approximately 35 supervisors at all levels.

We are making progress in working out the details of space needs for this Division,- a priority requirement now is sound-proofing for the classroom space in Wing Eye, Curie Hall. We cannot make full utilization of this space until the sound-proofing has been done.

Plans

[redacted] and I will be spending considerable time during the next two weeks working out the details of the Basic Management Course that it is planned to give for the first time in January.

cc. to

Chief, Management Training Division

25 YEAR RE-REVIEW

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